
U.S. FOOD AND DRUG ADMINISTRATION VACANCY ANNOUNCEMENT

FDA IS SMOKE-FREE

MERIT PROMOTION ANNOUNCEMENT

This vacancy announcement has been amended to change the closing date

Announcement Number: FDA-0-4040

Opening Date: June 12, 2000

Closing Date: July 12, 2000

Position Title/Series /Grade: Management Specialist, GS-301-11/12

Promotion Potential: GS-12

Organization/Location: Department of Health and Human Services, Food and Drug Administration, Center for Veterinary Medicine, Office of Research, Laurel, Maryland
Metro Park North II

Salary Range: GS-11 \$42,724 – \$55,541 per annum
GS-12 \$51,204 - \$66,564 per annum

Relocation Expenses: Relocation expenses will not be paid.

Area of Consideration: Government-Wide

- This position is open to current permanent Federal employee in a competitive position or a former employee with reinstatement eligibility
- A person eligible for veterans' preference or person separated from the armed forces under honorable conditions after 3 years or more of continuous military service may apply

Bargaining Unit Status: This is a non-bargaining unit position.

Type of Appointment: Career/Career Conditional

Condition of Employment: Certain positions within FDA are subject to strict restrictions on financial holdings (FDA regulated financial holdings). To determine whether this position is affected, applicants are advised to seek more information contact the Ethics Staff, Division of Management Programs on (301) 827-5511.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify this agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

DESCRIPTION OF WORK: This position is located in the Immediate Office of the Director, Office of Research, Center for Veterinary Medicine. The incumbent serves as the Management Specialist to the Office Director counseling and advising managers and employees on all administrative operations and procedural matters. Specific duties include:

- Provides personnel management and administrative support to the Office of Research. Acts as liaison with the personnel office,

coordinates personnel actions, maintains personnel-related records such as performance ratings, position descriptions, awards, etc.

- Analyzes and makes recommendations for best utilization of personnel resources. Provides guidance and assistance to supervisors and staff on all personnel issues. Communicates, interprets and advises on federal and agency personnel policies, regulations, and procedures.
- Provides budget formulation and/or execution for office budget; prepares a variety of budget analyses; and maintains budget records. Manages budget formulation and execution for an unstable budget that involves program and administrative expenses.
- Makes recommendations on obligations for salaries, travel, equipment, supplies, etc.; and tracks balances to ensure object classification and line categories are not overspent.
- Performs procurement and contracting administrative functions for the organization. Manages contracting large procurements, some with new or unusual requirements such as laboratory equipment used in research laboratory. Manages and supervises the procurement supplies, property and services.
- Established and controls Blanket Purchases Agreements with vendors for recurring needs such as laundry, gases, lab balances used in the laboratory. Also includes establishing and maintains the Visa Checks account for the purchase of lab animals.

QUALIFICATION REQUIREMENTS: Candidates must have 52 weeks of specialized experience equivalent to the next lower grade level. Candidates must meet all the qualification requirements, including the time in grade, within 30 days after the closing date.

SPECIALIZED EXPERIENCE is experience, which is typically in or directly related to the work of the position such as

METHOD OF EVALUATION AND BASIS OF RATING Candidates found basically qualified will be evaluated on the extent and quality of experience, education, training, awards, etc. as shown on the application. Plus data obtained from the attached knowledge skills and abilities (KSA's). No written test is required.

1. *Ability to analyze manpower, personnel, physical and financial resources to advise on most efficient use.*
2. *Knowledge of budget analysis, execution, reconciliation.*
3. *Ability to plan and organize and organize work in a team environment.*
4. *Ability to use office automation systems such as financial systems databases word processing systems and forms.*
5. *Ability to communicate both orally and in writing.*

It is strongly recommended that applicants address the knowledge, skills, and ability statements in detail.

HOW TO APPLY:

Candidates may submit one of the following: an Application for Federal Employment (SF-171), an Optional Application for Federal Employment (OF 612), resume, curriculum vitae, or any other written format. Your application must include the following information:

1. Title, series, grade, and vacancy announcement number of the vacancy for which you want to be considered.
2. Full legal name and mailing address.
3. Daytime and evening telephone numbers.
4. For experiences most relevant to this position, include name of employer, dates of employment, job title, start and end dates, and a description of your duties and responsibilities for each job listed.
5. Average hours worked for each position if other than 40 hours per week.
6. Name, location, and date of educational institutions attended.
7. Type of degree, if any, and date received.
8. Major field of study.
9. List of relevant training including, course titles, dates, and number of hours and name of institution.
10. Description of honors, awards, and special qualifications, such as language skills or computer skills, along with dates acquired.
11. Clearly identify U.S. Citizenship (Proof required prior to employment).

PROOF OF EDUCATION: Candidates may submit a College transcript (official or unofficial) or, if not available, a list of college courses and Certificate of scholastic achievement. List should include a course description of any course(s) not readily identifiable by title, number of semester hours and grade.

Qualifying education gained at colleges and universities in foreign countries must be evaluated in terms of its equivalency to that acquired in American colleges and universities. Applicants educated in whole or in part in foreign countries must submit sufficient evidence, including transcripts, to an accredited private organization for an equivalency evaluation. A letter containing the results MUST accompany the application package.

CREDIT FOR EDUCATION: When academic credit is expressed in contract months, units, or other terms that differ from conventional semester or quarter hours, it is the responsibility of the applicant to provide an interpretation of such credits from the appropriate institution in order to equate them to the semester or quarter hours specified in this announcement.

SUPPLEMENTAL QUALIFICATIONS STATEMENT (enclosed with this announcement). It is strongly recommended that each applicant address the knowledge, skill, and ability statements in detail.

- ☒ Written response to the knowledge, skills and abilities
- ☒ If claiming veteran's preference, attach a copy of your DD214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility.
- ☐ College transcripts or list of courses, including title, credit hours and grade for each course if qualifying on education and/or changing occupational series;
- ☒ Current federal employees must submit most recent performance appraisal/evaluation
- ☒ Current and former federal employees must submit a copy of their most recent SF-50, Notification of Personnel Action
- ☒ Application Background Survey: Please return the Background Survey with your application. The information you provide is used for statistical purposes. The return of this form will have no impact on your consideration for this position.

Veterans Preference for Federal Jobs: CE -101

If you served on active duty in the United States Military and received an honorable or general discharge, you may be eligible for veteran's preference. Service starting after October 15, 1976 requires a Campaign Badge, or Expeditionary Medal or Service connected disability requirements. For information about eligibility requirements, call 912-757-3000 and request Veteran's Preference for Federal Jobs: CE 101

To claim veteran's preference, attach a copy of your DD-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility.

-If claiming 5 point veteran's preference, list the dates (month, day, year) and branch of any active duty served.

-If you claim 10 point veteran's preference attached an SF-15, Application for 10 Point Veteran's Preference, plus the proof required by that form.

- The Defense Authorization Act of November 18, 1997, extended veterans' preference to persons who served on active duty during the Gulf War from August 2, 1990, through January 2, 1992. The law grants preference to persons otherwise eligible and who served on active duty during this period, regardless of where the person served or for how long. The law also authorizes the Secretary of each military department to award the Armed Forces Expeditionary Medal for service in Bosnia during the period November 10, 1995, to a date to be determined. The award of the Medal is qualifying for veterans' preference. More information on veterans' preference is available in the VetGuide that may be found on the U.S. Office of Personnel Management web site at www.opm.gov.

Surplus or Displaced Employees in the Department of Health And Human Services (DHHS) Requesting Special Selection Priority Consideration Under The Career Transition Assistance Program (CTAP)

If you are currently a DHHS employee, you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP). To receive priority consideration, you must:

1. Be a current DHHS employee serving under an appointment in the competitive or excepted service in tenure group I or II, in receipt of (1) a Reduction in Force (RIF) specific separation notice, (2) a notice of proposed removal for declining a directed reassignment or transfer of function outside of the commuting area, (3) a Certificate of Expected Separation (CES), or (4) other official notice that indicates the employee is surplus or eligible for discontinued service retirement (DSR) or as being in a surplus organization or occupation, and the date of the separation has not passed and you are still on the rolls of DHHS. You must submit a copy of the separation notice, CES, or other official notice along with your application in order to receive special priority consideration;

2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated;
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package;
4. Be currently employed by DHHS in the same commuting area of the position for which you are requesting priority consideration;
5. Submit your application (including all required documentation) by the vacancy announcement closing date and meet all the application criteria; and
6. Be rated well qualified for the position.

Well Qualified means: a surplus/displaced employee must meet the minimum qualifications and eligibility requirements for the position, including any documented selective factor(s), and be rated and ranked under the same procedures as merit promotion applicants to determine the extent to which he/she possesses the knowledge, skills, and abilities (KSAs) to succeed in the position being filled. A cut-off score will be used to determine the well-qualified applicant(s).

Displaced Employees Requesting Special Selection Priority Consideration Under The Interagency Career Transition Assistance Program (ICTAP)

If you are a displaced Federal employee, you may be entitled to receive priority selection under the ICTAP.

To be eligible for the special selection priority, you must meet all of the following:

- (1) Be a displaced Federal employee;
- (2) Submit a copy of your current (or your last) performance rating of record of at least fully successful or equivalent;
- (3) Apply for a vacancy at or below the grade level from which you were or are being separated, that does not have a greater promotion potential than the position from which you have been or are being separated from;
- (4) Occupy, or was displaced from a position in the same local commuting area of the vacancy;
- (5) Submit an application (including all required documentation) for a specific vacancy within the periods established on the announcement and meet all the application and eligibility criteria;
- (6) Submit proof of eligibility; and
- (7) Be rated well qualified for the position.

"Well Qualified" means: a displaced employee must meet the minimum qualification and eligibility requirements for the position (including any selective factors), and be rated and ranked to determine the extent to which he/she possesses the knowledge, skills, and abilities (KSA's) to succeed in the position being filled. Under delegated examining procedures, the displaced employee must receive a score of 90 or better to receive selection priority.

Displaced employees may submit any (one) of the following as proof of eligibility for the special selection priority:

- (1) RIF separation notice, or notice of proposed removal for declining a directed reassignment or transfer of function to another commuting area;
- (2) Documentation, e.g., SF-50, Notification of Personnel Action, showing that you were separated as a result of RIF, or for declining a directed reassignment or transfer of function to another commuting area;
- (3) Official certification from an agency stating that it cannot place an individual whose injury compensation has been or is being terminated;
- (4) Official notification from OPM that your disability annuity has been or is being terminated; or
- (5) Official notification from the Military Department or National Guard Bureau that the employee has retired under 5 U.S.C. 8337(h) or 8456.

All applicants will receive equal consideration without regard to race, religion, color, national origin, sex, disability, sexual orientation, political affiliation, age or any other nonmerit factor.

Vietnam era veterans, disabled veterans, individuals with disabilities, and other individuals eligible for special appointing authorities are encouraged to apply.

WHERE TO OBTAIN FORMS

Office of Personnel Management web site at <http://www.usajobs.opm.gov>.

WHERE TO SEND FORMS:

ADDRESS: Food and Drug Administration
Center for Veterinary Medicine
Attn: Ms. Vernelle M. Dewberry
Metro Park North II, Room N431
7500 Standish Place
Rockville, MD 20855
(301) 827-1592

Additional forms and information may be obtained from the address above or by calling Vernelle M. Dewberry (301) 827-1592, (Voice/TTY) or the FDA Job line (301) 443-1969.

FDA vacancy announcements are available by fax by calling our FaxBack number at (301) 827-4287.

Applications received become the property of the Center for Veterinary Medicine (CVM) and will not be returned.

In accordance with 18 U.S.C. 1719 and 39 U.S.C. 3201 SEQ., applications will not be accepted from applicants using franked government envelopes, or postage paid agency envelopes or metered mail.

All applications material must be postmarked or received by the closing date of this announcement.